



## Job Posting

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### Eligibility Specialist Full- Time

#### Primary Purpose

Process Medicaid applications and redetermination paperwork to ensure potential enrollees have Medicaid eligibility in accordance with current existing federal, state, and local standards, as well as our established policies and procedures. May be directed by Enrollment Coordinator, or DHS worker, to assure comprehensive, accurate Medicaid determination.

#### Duties and Responsibilities

- Provides information to potential enrollees, families, caregivers, physician offices, referral sources, etc., regarding CentraCare and the services provided.
- After in-home assessments are completed by Intake Coordinator, work with families to facilitate Medicaid eligibility.
- Works in conjunction with the Intake Coordinator and DHS worker to inform about potential enrollees eligibility.
- Assesses Medicaid eligibility and assists with obtaining Medicaid benefits as indicated.
- Completes appropriate documentation related to participant eligibility as required.
- Maintains and manages multiple requests for Medicaid information for each participant.
- Maintain and manage all redeterminations for current participants and any unusual Medicaid circumstances that surface throughout the year, as directed by DHS worker, Intake Coordinator or Social Worker.
- Assist with all transitions of care paperwork as participant's transition to alternative environments.
- Monitors Medicaid application process to assure timeliness in processing new applicants.
- Must care, support, and collaborate with everyone involved in participant's care including the participant's family using the patient-family centered care approach.

#### Qualifications

- Must possess High School diploma.
- Minimum of one year experience working with the frail, elderly, or long-term care population.
- Must have minimum of one year experience in DHS/Medicaid application process, long-term care Medicaid preferred.
- Reliable transportation; current valid Michigan driver's license preferred.
- Immunizations and vaccines must be current or medical documentation must be provided from a medical provider with reason(s) to request waiver. (Hepatitis B, Td, PPD specifically)
- Must possess the ability to communicate with personnel, participants, family members, visitors, government agencies/personnel, and the public.
- Must have proven administrative experience and skills.
- Must possess the ability to plan, organize, develop, implement, and interpret Medicaid/DHS Eligibility requirements.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult participants.
- Must be knowledgeable of computers, data entry, output, system applications, etc.

*If interested in this position, please apply online at [www.smartrecruiters.com/CentraCare1](http://www.smartrecruiters.com/CentraCare1)*